



# FAIRFAX COUNTY

Department of Public Works and Environmental Services  
Office of Site Development Services  
12055 Government Center Parkway  
Fairfax, Virginia 22035-5503

V I R G I N I A

August 19, 2002

02-12

**TO:** All Architects, Builders, Developers, Engineers, Surveyors and Attorneys  
Practicing in Fairfax County

**SUBJECT:** Relocation of Plan and Document Control, Office of Site Development Services

In January 2001, the Office of Site Development Services (OSDS) began reconfiguring its office space to serve more effectively customers involved in plan and document submission, research and other services. A major component of this ongoing effort is the consolidation of the intake counters for bond and permit packages, plans, plats, etc., into one location. On September 13, 2002, all Plan and Document Control counters located currently on the first and fifth floors of the Herrity Building will be closed for all business while staff moves to their new location. Plan and Document Control will reopen for business in Suite 506 of the Herrity Building at 8:00 a.m., Monday, September 16, 2002. Please note that effective September 16<sup>th</sup>, all Plan and Document Control, Peer Review and Engineer of the Day services will be provided in Suite 506.

Provided below are the current locations and phone numbers of the various work units within OSDS.

Unit	Herrity Building Location	Phone Number
OSDS Administration	Suite 406	703-324-1780
Environmental and Facilities Inspection Division Bonds, Agreements and Administration	Suite 334	703-324-1950
Code Enforcement Division	Suite 330	703-324-1937
Environmental and Facilities Review Division	Suite 535	703-324-1720
Urban Forestry Division - No Change Forest Integrated Pest Mgmt. Program	Suite 524	703-324-1770
Plan and Document Control Bond Package Intake Plan and Document Intake	Suite 506 (As of September 16 <sup>th</sup> )	703-324-1730

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Page 2

Engineers and Surveyors Institute (ESI)	Suite 555 (As of September 16 <sup>th</sup> )	703-324-1803
Engineer of the Day	Suite 555 (As of September 16 <sup>th</sup> )	703-324-1575
Code Analysis Division	Suite 608	703-324-1720

Your patience during the entire reconfiguration process has been, and continues to be, greatly appreciated.

Sincerely,

***SIGNATURE ON ORIGINAL***

Michelle Brickner, Director

cc: John Wesley White, Director, Department of Public Works and Environmental Services  
Sophie Zager, Director, Office of Building Code Services